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Dear fellow employee,

The Kentucky Human Resource Information System (KHRIS) was activated the week of April 4. KHRIS brings numerous benefits to employees. The new KHRIS Employee Self-Service Center, <https://KHRIS.ky.gov>, allows employees to update their personal information, view and print time and pay statements, set up or change direct deposit information and much more.

With the implementation of KHRIS, the Commonwealth will replace multiple existing payroll, personnel and benefits systems which had unique and sometimes inconsistent features and approaches to how calculations in pay were made. With the new system, the Commonwealth is thereby provided the added assurance that all employees are treated consistently in one uniform system, pursuant to state and federal laws.

When you receive your paycheck or direct deposit voucher on April 15, you may notice changes in your pay amount. **It is important to note that your base pay rate has not changed.** Most employees will only see slight changes due to updates to federal and state tax calculations and rounding methods. However, some employees may see changes in take home (net) pay because of one or more of the following:

- ▶ Standard calculations for shift, overtime and comp time will be handled consistently for all employees, following federal and state guidelines.
- ▶ Paycheck deductions must be withheld in the following sequence:
 1. Legally required deductions (Employee retirement contributions)
 2. Payroll taxes (Social security, Medicare, federal, state and local income taxes)
 3. Court ordered wage assignments (Such as child support)
 4. Federal tax levies, state tax levies or court ordered wage garnishments
 5. Voluntary deductions (Health or life insurance, deferred compensation, charities, etc.)

Note: As a result of this change, employees with garnishments (child support, tax levies and/or creditor garnishments) may see a change in take home (net) pay.

- ▶ Outstanding premium deductions for health, optional life and flexible spending accounts will be deducted.
- ▶ Other things that may impact your pay including furloughs or overtime may be calculated differently than in the legacy systems.

Thank you for your help in learning new timekeeping practices to support KHRIS. The Personnel Cabinet is pleased to be of assistance as we transition to the new system.

If you have questions or concerns about your pay that you feel are not due to one of the reasons referenced above, or you need help understanding a change in your pay, please contact your agency human resources office for assistance.

Personnel Cabinet

KHRIS Frequently Asked Questions Regarding Pay

Q: What is KHRIS?

A: The Kentucky Human Resource Information System is a software system that will manage human resource data for the Commonwealth, such as payroll, benefits and personnel information. It will also provide employees and managers access to and control over their personal information in a secure online environment.

Q: Why are we changing our payroll system?

A: The Commonwealth has the second oldest state government payroll system in the country! Implemented in 1982, the current system is based on older technology that has become very difficult to maintain and can no longer support the state's business needs. KHRIS will provide an industry standard solution that will eliminate maintenance requirements for multiple systems.

Q: How will this affect the way I get paid? Are pay dates changing?

A: Employees will continue to be paid twice each month. There is no change in your base pay or in the amount of voluntary deductions with the exception of life insurance Optional Plans 3 or 4. (See the Life insurance question below for more details.)

Q: Will I continue to receive a paystub?

A: Yes. All employees will receive a paystub; however, through Employee Self-Service (ESS) you can choose to go green and only receive your pay statement online!

Q: What is ESS?

A: ESS, Employee Self-Service, is the online location where employees can access and make changes to their information. You'll be able to perform a number of new functions, like:

- change your address
- adjust direct deposits
- view and print your pay statements, or choose to only receive pay statements online
- view your leave balances, including accumulated annual, sick, and compensatory
- update emergency contacts

Q: How do I access KHRIS Employee Self-Service (ESS)?

A: Follow these guidelines for accessing KHRIS:

- Open Internet Explorer and type the <https://KHRIS.ky.gov>.
- Click the "New User/Reset Password" link.
- New users will be asked to register by entering a user ID and creating a password.
- **Your user ID is the same as your employee ID**, located at the top of your check stub. You can also obtain this ID number by contacting your human resources administrator.
- Click the "Validate" button.
- For security purposes, the system will ask you a number of questions (including last name, date of birth, etc.). These will be asked each time you log on to the system.
- Once questions are answered, a temporary password will be provided.
- Access the login link and enter this temporary password.
- Once you're granted access to the system, you will be prompted to change your password.
- This process also applies for all users of the system.

Q: How secure will my personal information be?

A: KHRIS will follow rigorous industry standards for security and will meet the Commonwealth Office of Technology (COT) guidelines. We are also working closely with internal auditors and the Auditor of Public Accounts Office to ensure a secure working environment.

Q: My paystub looks different. Why?

A: Your paystub and pay statement, which can be viewed online through Employee Self-Service (ESS), will have a different look beginning April 15, 2011. The new paystub will be more individualized, and will only show the information that's applicable to you.

Q: I don't see my hours worked on my paystub.

A: Hours paid will not immediately be available on the paystub, but will be on future paystubs as soon as possible. For now, hours paid can be found on the electronic pay statement through Employee Self-Service (ESS). **Note: If you are a salaried person, and only work your regular work schedule, no hours will be shown on the pay statement.**

Q: My paycheck is more/less than it typically is. Why?

A: When you view or receive your first pay statement in KHRIS, you may notice changes in your pay amount. **It is important to note that your base rate of pay has not changed.** Most employees will only see a slight change due to updates to federal and state tax calculations and rounding methods. However, some employees may see changes in take home (net) pay because of one or more of the following:

- Standard calculations for shift, overtime and compensatory time will now be handled consistently for all employees, following federal and state guidelines.
- The order in which deductions are made will change, which may affect disposable income. Pre-tax deductions such as deferred compensation or flexible spending contributions will be included in the calculation of disposable income.
- With an increase in disposable income, those individuals with garnishments (child support, federal or state tax levies, and/or creditor garnishments) may see changes in take home pay.
- Any outstanding premium deductions (health, optional life, flexible spending contributions) will be taken.
- Outstanding premium deductions for health, optional life and flexible spending accounts will be deducted.
- Other things that may impact your pay including furloughs or overtime may be calculated differently than in the legacy systems.

Q: Why if I have a garnishment, could my net pay change?

A: Previously, all pre-tax deductions (deferred compensation and flexible spending contributions) were taken prior to garnishment deductions. In KHRIS, and based on federal and state laws, garnishments must be taken prior to deductions for voluntary benefits elected by the employee. This changes the amount of available income upon which the garnishment is applied.

Q: What if I'm behind in my insurance premium payments, retirement contributions or flexible spending account payments?

A: In the past, the cabinets have worked with individual employees to set up payment plans if employees were behind in health or life insurance premium payments or flexible spending account payments. This will no longer be possible. Employee premiums for health insurance, flexible spending accounts and life insurance will automatically be deducted in full from an employee's paycheck including any outstanding amounts. If the premium exceeds the net amount of pay the employee receives during that pay period, the system will deduct a premium less than the full premium due and the remainder of the premium will be considered an outstanding balance. This outstanding balance will be deducted in the next payroll cycle. **If you are behind on premiums and have questions regarding this change, please contact your human resources office or your insurance coordinator.**

Q: Will I see any changes to my voluntary benefit deductions?

A: Voluntary benefit deductions (health or life insurance, flexible spending, charities, etc.) will remain the same with the exception of individual optional life insurance plan premiums tied to an employee's salary (Optional Plans 3 or 4). Before KHRIS, when your salary changed, you had to make a specific form-based request in order to increase or decrease your life insurance coverage. Now, this increase or decrease will occur automatically.

Additionally, outstanding premiums owed for life or health premiums will automatically be deducted from the employee's

paycheck. If the premiums owed exceeds the net amount of pay the employee receives during that pay period, the remainder of the premiums owed will be deducted in the next payroll cycle.

Q: Will there be any changes in the direct deposit process?

A: If you currently utilize direct deposit, your deposit will still be sent to your banking institution. With Employee Self-Service (ESS), you can change or enroll in direct deposit online. Changes are immediate (effective when the next payroll processes). For example, if a change is made on April 29, it will be realized on the May 15 paycheck. A voided check will not be needed, but validation of bank routing numbers is still required. Employees can also now set up direct deposit to multiple checking and/or savings accounts at multiple banks. **If you currently have your check direct deposited and your bank is making additional transfers for you to other accounts (savings, Christmas club, loan payments, etc.) this will continue. You do not need to add these accounts in ESS.**

Q: Can I make overtime or leave requests through KHRIS?

A: This feature is available for many of our agencies through Employee Self-Service (ESS). Some agencies, however, are not utilizing this feature. **Please check with your supervisor or human resource office before submitting leave or overtime requests electronically.**

Q: Can I see my leave balances and the value of leave through ESS?

A: Yes. Employees can see their leave balance and the monetary value of the leave balance through ESS and on the new KHRIS time statement. Two views are available, one with and one without the monetary value.

Q: How will Adverse Weather Leave work in KHRIS?

A: Time worked to make up Adverse Weather Leave (taken after KHRIS go-live) will be tracked electronically in KHRIS. If the time is not made up within the allotted 123 days of the occurrence, then the time will automatically be taken in the following order: 1) from the comp balance, 2) then annual balance if necessary, or 3) as a last resort, from the employee's pay. **Existing adverse leave balances will be tracked outside of the system.**

Q: Can I use Employee Self-Service (ESS) to change my benefits information?

A: Yes. Through ESS, you have improved access and the ability to change your benefits information. You can:

- View your current life and health benefit selections
- Maintain dependent information and change life insurance beneficiaries
- Enroll in life and health benefits
- Print a copy of proof of enrollment

These new features are intended to cut down on paper forms and allow for quicker processing of information.

Q: How can I learn more about Employee Self-Service (ESS)?

A: An online ESS e-learning course is available on the www.personnel.ky.gov/KHRIS.

Q: Who can I call for help?

A: Time or pay questions: Contact your agency or department timekeeper.

ESS/MSS access questions: Contact your agency technology department. *Please keep in mind that employees will be provided access to the KHRIS Employee Self Service Center on April 15.*

ESS/MSS general questions: Contact your agency ESS/MSS Trainer.

Life or health insurance questions: Contact your agency insurance coordinator or your human resources department.

System access issues: Contact your agency technology office.